

DEADLINES KEYED TO YOUR EVENT

2019 Ford Theatres Summer Season

Mantra Siam

Mount Sumeru: The Golden Peacock

Aug 24, 2019

Due Date	Item	Recipient
DEC 7, 2018	<input type="checkbox"/> Submit promotional photos	Communications
JAN 7	<input type="checkbox"/> Submit Contract Info Form	Admin
JAN 11	<input type="checkbox"/> <i>Production Estimates Complete</i>	Production
JAN 15	<input type="checkbox"/> Submit Event Brief <input type="checkbox"/> Submit Ticket Setup Form	Communications Box Office
JAN 19	<input type="checkbox"/> Marketing & Event Workshop for all partners	Communications
JAN 25	<input type="checkbox"/> <i>Contracts Due to Partners</i>	Admin
FEB 8	<input type="checkbox"/> Contracts Due from Partners	Admin
FEB 15	<input type="checkbox"/> Submit snail mail lists for season promotional mailing <input type="checkbox"/> Submit producer holds <input type="checkbox"/> Approve ticketing and web event pages <input type="checkbox"/> Submit Publicist/Press Contact information	Communications Box Office Box Office & Communications Communications
MAR 6	<i>Season Press Announcement</i> <i>FordTheatres.org event pages go live</i> <i>Ford Blog, social media and Ford E-News announcement</i> <i>Tickets on sale to general public (web & phone only)</i> <input type="checkbox"/> Optional: begin selling tickets on consignment <input type="checkbox"/> Send show announcement to your email list <input type="checkbox"/> Announce on your social media outlets	Communications Box Office cc: Communications Tag @FordTheatres
MAR 22	<i>Season mini-brochure mailed</i>	Communications
APR 27	2019 FORD THEATRES SUMMER SEASON OFFICIALLY BEGINS	
MAY 27 - 31 (12 weeks prior)	<input type="checkbox"/> <i>Optional but recommended: Start designing postcard</i>	
JUN 28 (8 weeks prior)	<input type="checkbox"/> Submit draft of press release for approval <input type="checkbox"/> <i>Optional but recommended: Send postcards to printer</i>	Communications
JUN 28 – JUL 2	<input type="checkbox"/> <i>Optional but recommended: Distribute your postcard</i>	Mailing House or Street Team
JUL 12 (6 weeks prior)	<input type="checkbox"/> Email approved press release to media <input type="checkbox"/> Submit new photos & multimedia for website (<i>if applicable</i>) <input type="checkbox"/> Ticket sales check-in <input type="checkbox"/> Begin social media campaign - <i>Tag us!</i>	cc: Communications Communications Communications & Box Office @FordTheatres
JUL 19 (5 weeks prior)	<input type="checkbox"/> Confirm 30-Day-Out Production Meeting Date <input type="checkbox"/> Phone meeting with Event Services Manager	Production Event Services
<i>(Exact Date TBD)</i>	<i>30-Day-Out Production and Event Logistics Meeting:</i> <input type="checkbox"/> Clarify all technical riders and production info <input type="checkbox"/> Pick up parking passes <input type="checkbox"/> Finalize plaza plans (receptions, merchandise, vendors) <input type="checkbox"/> Clarify all front-of-house and box office needs	Production, Event Services, Box Office & BFF

JUL 25 (30 days prior)	<input type="checkbox"/> Submit draft of printed program insert for approval <input type="checkbox"/> Submit Certificate of Insurance <input type="checkbox"/> Submit song lists (name, composer) for ASCAP/BMI <input type="checkbox"/> Request to release BMI/ASCAP withholding (<i>if applicable</i>) <input type="checkbox"/> Submit Audio/Video Recording Notice of Intent (<i>if applicable</i>) <input type="checkbox"/> Merchandise Buyout Form due <input type="checkbox"/> W-9 Form due <input type="checkbox"/> Early partial settlement check-in (<i>if applicable</i>) <input type="checkbox"/> Research vendors to print program insert <input type="checkbox"/> Deliver sponsor logo art to gobo fabricator (<i>if applicable</i>)	Communications Admin Admin Admin Admin Admin Admin/Box Office
AUG 2 (3 weeks prior)	<input type="checkbox"/> Submit electronic frame designs <input type="checkbox"/> Assess need for special offers, papering	Communications Box Office
AUG 9 (2 weeks prior)	<input type="checkbox"/> Submit APPROVED program insert to printer	
AUG 16 (1 week prior)	<input type="checkbox"/> Phone meeting with Event Services Manager	Event Services
(Exact Date TBD)	<p>24 Hours Prior to Onsite Rehearsal (if applicable):</p> <input type="checkbox"/> Submit Venue Access List to Box Office and Event Services and cc: Bill Berry and Box Office Instructions for filling out the list can be found here. Venue Access List should include anyone who needs access to the stage, backstage or dressing room areas including artists, designers and your staff for both show and rehearsal(s).	Event Services & Box Office
AUG 22 (48 hours prior)	<input type="checkbox"/> Submit complete Comp & Venue Access Lists to the Box Office and cc: Bill Berry and Communications Instructions for filling out the list can be found here. Include updates to Venue Access List previously submitted. Comp List should include everyone who needs a seat for the show: producer comps, press comps, photo/video access, ticket giveaway winners and green room/guests who need seats.	ALL
	<input type="checkbox"/> Deliver retractable sponsor banners (<i>if applicable</i>) <input type="checkbox"/> Deliver show program for inserting into program wrap <input type="checkbox"/> Deliver sponsor logo gobos (<i>if applicable</i>)	Event Services Event Services Production
AUG 24 (show day)	<input type="checkbox"/> Deliver merchandise (<i>if applicable</i>) <input type="checkbox"/> Reception delivery and set-up (<i>if applicable</i>)	Event Services Event Services

It takes at least one week, and up to two weeks, for all departments to finalize their charges. Every effort is made to get your settlement package to you within one to two weeks after your event. Once you have approved the settlement, your BFF will be in contact to schedule an Exit Interview. The settlement payment will be ready at the time of the Exit Interview and provided upon completion. The Exit Interview must be completed before settlement payment is released to partners.

BFF: Monika MRamnath@ford.lacounty.gov

Admin: Admin@ford.lacounty.gov

Box Office: BoxOffice@ford.lacounty.gov

Communications: Communications@ford.lacounty.gov

Event Services: WBerry@ford.lacounty.gov

Production: ATrowbridge@ford.lacounty.gov